

Baraboo Community Development Authority
Minutes of the Monthly Meeting
Tuesday, December 1, 2020

The meeting was called to order by Chairperson Wastlund at 7:00 p.m. In the Council Chambers, Baraboo Municipal Building, 101 South Blvd. Baraboo, WI 53913

I/II. Call to Order/Roll Call

Present: Wastlund, Fordham, Koehler, Kierzek, Petty, Skare
Absent: Bobholz
Staff: Patrick Cannon

III. Note of Compliance with Open Meeting Laws

The Chair noted that the agenda was posted in compliance with the Wisconsin State Statutes.

IV. Approval of Agenda

A motion was made to approve the agenda as presented.

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

V. Approval of Minutes

A motion was made to approve the meeting minutes for November 3, 2020 with minor changes.

Fordham (1); Petty (2)

Aye: All via voice vote

Nay: None

VI. Presentation – Public Hearing

2021 CDA Budgets

Ms. Wastlund opened the Public Hearing at 7:02 PM

No one was present to speak

Ms. Wastlund closed the Public Hearing at 7:02 PM

VII. Announcement of Public Events

CDA offices will be closed on December 24, December 25 and January 1, 2021

The next CDA meeting will be January 5, 2021

VIII. Public Comment

None

IX. Receipt of Financial Statements and Approval of Vouchers

a. November 1, 2020 to November 30, 2020 Vouchers

b. Financial Statements - October, 2020

c. Vacancy Report

d. Outstanding Loan Report

e. Bank Balances

Motion:

To approve the vouchers from November 1, 2020 to November 30, 2020 as presented.

Fordham (1); Petty (2)

Aye: All via voice vote

Nay: None

X. Executive Report

The report was included in the packet.

XI. Committee Reports

A. BEDC

Did not meet last month

B. Executive Committee

Did not meet last month

C. Finance

Did not meet last month

D. Loan Review Committee

Did not meet last month

XII. Old Business

1. Update on CDA Projects

a. **Web site** - no action was taken

b. **Solar Energy** - no action was taken

2. Election of CDA officers for 2020-2021

- **Chair**
- **Vice Chair**
- **Treasurer**

It was noted at the previous meeting that the Nominating Committee had presented a slate of candidates to serve as the CDA Officers for the next term. The nominated Officers are:

Chair	Carolyn Wastlund
Vice Chair	Joan Fordham
Treasurer	Stuart Koehler

Motion:

To elect the following officers for the 2020-2021 term

Chair	Carolyn Wastlund
Vice Chair	Joan Fordham
Treasurer	Stuart Koehler

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

XIII. New Business

1. Consideration and discussion of the 2021 CDA Budgets

• Resolution

Motion:

To approve the 2021 CDA Budgets and authorize the Chair to sign the Resolution approving the budgets.

Petty (1); Kierzek (2)

Aye: All via voice vote

Nay: None

2. Consideration and discussion of the CDBG- Job Creation Loans that have deferred payments.

It was noted that with two previous CDA actions, the Board was allowing loan recipients the option to not make a payment. This is a result of the COVID-19 pandemic. This deferral period will expire on January 5, 2020.

As a continuation of the program, the Board moved to extend this voluntary program until July 1, 2021. Interest will continue to accrue on the loan and the term of the loan will be extended equal to the deferral period.

Motion:

To extend the voluntary deferral period for the CDBG- Job Creation loans till July 1, 2021. Interest will continue to accrue on the loans and the term of the loan will be extended to equal the deferral period.

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

3. Consideration and discussion of a proposed Request for Proposal for elevator modernization at Donahue Terrace Apartments.

Staff noted that the elevators at Donahue Terrace have been well maintained over the years. However, they are reaching the point of potential major repairs being needed. Therefore, a major elevator modernization is required. Staff had previously had the current maintenance service provide an estimate of the work that needs to be completed. This is being used as the basis for the Request for Proposal.

Staff also noted that the CDA will need to seek financing for this project through the Board of Commissioners of Public Lands. This is the same state agency that helped fund the exterior work at Donahue Terrace. This is not a General Obligation based loan since it is based upon the revenues of Donahue Terrace.

After careful review, the Board moved to authorize the Request for Proposal with the addition of a notation as to when this would be reviewed by the CDA Board for potential approval.

Motion:

To authorize the Request for Proposal for elevator modernization for Donahue Terrace Apartments.

Petty (1); Fordham (2)

Aye: All via voice vote

Nay: None

4. Consideration and discussion of staff enforcement of COVID-19 related rules and regulations.

Staff noted that the rules and required enforcement related to the COVID-19 pandemic change on a frequent basis. These changes often need to take place prior to when the CDA Board can meet again to approve them. Therefore, staff has requested that they be permitted to begin enforcement of any and all COVID-19 related rules and regulations as prescribed by governmental authorities. This would allow the CDA to move quickly on helping with the pandemic.

After careful review, The Board felt that time is very important in dealing with the pandemic. Therefore, staff was directed to enact and enforce any COVID-19 related directions from any governmental authority.

Motion:

To direct staff to follow the recommendations from governmental agencies regarding COVID-19 without requiring specific approval from the CDA Board.

Fordham (1); Kierzek (2)

Aye: All via voice vote

Nay: None

XIV. Board Member Referrals

None

XV. Public Comment

None

XVI. Adjournment

Motion:

To adjourn the meeting at 7:31 pm

Petty (1); Skare (2)

Aye: All via voice vote

Nay: None

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Minutes of the Regular Monthly Meeting
Tuesday, December 1, 2020

Minutes were approved by the Community Development Authority on:

Carolyn Wastlund, Chairperson

Patrick Cannon, Recorder